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**16324**

**Oral communication conveys the message from the sender to the receiver through the stated word. In other words, communication with the help of spoken words is called oral communication. It is important in our lives and we face it at every stage of our social and business dealings.**

**Oral communication is a two-way process, as it gives a clear insight about the meaning to the message, and the message transmitted. We communicate orally with our family, friends, in meetings, committees, conferences, over the telephone, radio, public, etc. When you stand up for an oral presentation, you feel anxious about many things. Often you are scared and want to become bold and a rockstar to make your audience influenced.**

**In real, often very bold people also get confused when they stand infornt of someone. They feel nervous, scared, and self-conscious.**

**Whatever it is, every student and professional, at some point, have to face some music and have to do an oral presentation.**

**This assignment will provide a brief discussion of how to make your oral presentation good and authentic. It will provide key tips,, guidelines and help.**

**Objective of a Presentation**

**The major aim of an oral presentation is to present subject content in a an effective and managed way to influence the audience and to make them understand to the topic. When delivering an oral presentation, many challenges are there which can be covered by having some important strategies. Planning, writing and completing  are major three keys when you deliver an oral presentation.**

**Scope of oral presentation**

**The oral presentation skills have great scope and importance in interacting people for a purpose. The process of oral communication is important as it makes an understanding between speaker and audience and its the best way to have a quick reply and communication about a specific purpose. Thus, Therefore, oral communication is meant as that wide process of sharing meaning and understanding the meaning through verbal and non-verbal.**

**Opening and conclusion**

**In the opening we must have some steps in our minds.**

**(1) Introduction**

**In the introduction, we introduce our topic, questions and purpose of the study. We make our topic explained and understood. What is the importance of our topic and what if my suggestions and study is followed. In the opening of an oral presentation, we should take an impressive start for getting the interest of our audience. Useless points should be judged and removed so that the audience should not get bored and confused.**

**(2) Conclusion**

**The conclusion should shortly summarize the outcomes of your presentation without more explanation. We should give brief and the most important key points in the conclusion. Conclusion should not be lengthy, confused and invalid. It should be appropriate, clear, short and related to the topic.**

**Preparing for oral presentation**

**We should do the following steps while delivering oral presentation.**

**1: First of all manage your time. Presentation should be made according to the time. It should not be less or lengthy than the given time.**

**2: Short keys or heading should be written to make all of them discussed.**

**3: Use clear and easy formal language. Short and simple words are always good to express the ideas clearly.**

**4: Be relaxed and take a pause from time to time so that your ideas make the listeners to understand your ideas.**

**5: Take help from your notes if you forget anything. Don't be abnormal in that case. Just normally look at the notebook and continue.**

**6: Practice your presentation again and again before as practice makes a man perfect.**

**7: The use of expressions is always impressive and good. Make your thoughts and opinions very clear by making expressions.**

**8: Make eye to eye contact. Don't look at the floor or ground. Look at the people sitting in front of you.**

**To make presentation, following elements should be followed.**

**1. Introducing a Presentation**

**A strong introduction is very important because it keeps the tone for the rest of the presentation. If the audience is not interested they will not show any interest in rest of the presentation. Your all presentation depends upon your topic introduction and the way your introduce your topic.**

**To get the attention of the peoples simple words should be chosen and expressions should be made to make it more interesting. They will really want to learn more about your topic if you did such a great job of making the audience interested.**

**Here are some examples you can use in your presentation introductions:**

**Start your topic with the following words,**

**I’m going to talk about ...**

**I’d like to talk about ...**

**The main aim and focus of this presentation is ..**

**Use these expressions to make a logical connection between your ideas**

**First of all, ...**

**Firstly, ...**

**Then, ...**

**Secondly, ...**

**Next, ...**

**Finally, ...**

**Lastly, ...**

**Shortly, ...**

**In conclusion, ...**

**To contrast other point of views, use the following expressions:**

**However, ...**

**On the other hand, ...**

**Then again, ...**

**Make visual images in the audience minds so that they can imagine and start taking interest in your presentation.**

**Introducing yourself is also essential. Then introduce the reason of choosing the topic too like,**

**“I became interested in this topic because…”**

**2. Supporting Your Claims with Evidence**

**It is always necessary to defend your joint of view and for this purpose your presentation will need background information and evidence. To persuade someone, you will need strong logics and evidences. No one will be persuaded if you simply say, “We need to stop global warming as it is not good and it's very bad”.**

**It maybe very hard to express your thoughts if you don’t have a full command over the language. That is why a practical practice and finding evidence before is very important.**

**Making quotes from different sources can make your presentation more stronger and authentic.**

**Avoid these things in your oral presentation.**

**1: To write the whole presentation and read it just like a newscaster.**

**2: To look at up or down and show that I crammed the whole presentation.**

**3: To use very formal language.**

**4: To play with your hands, fingers or something else in tension.**

**5: To speak quickly or abnormally.**

**In short, If your preparation is well, you should be ready for a good and confident presentation. Just try to speak fluently into the time limits. Your body language is very important so remember you should not lose body language or voice tone. Try to relax and enjoy your presentation and don’t forget to welcome questions in the last.**

**Kinds of oral presentation**

**There are two basic types of oral presentations. The first is informative presentations and the second is persuasive presentation.**

**Informative Presentations**

**The aim of informative presentations is to give some information or to spread understanding of an idea. Often we make informative presentation to provide people information about an idea or concept that is new. For example, a presentation which discusses the precautions of covid19 is called informative presentation.**

**Persuasive Presentations**

**Another type of presentation is called persuasive presentation. It is made to change the mind of the people about a specific belief or idea. For example, a presentation made on the polio vaccination is called persuasive presentation as you want to change the belief of the people about polio vaccination.**

**Both types of presentations are started by giving information about the topic followed by discussion, questions and answers.**

**Strategies for using an effective oral delivery**

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**Ways of delivering oral message**

**There are a few things which are needed to learn that will help you in your delivery of your oral speech. You should make yourself clear about your purpose and your audience. Four major ways of delivering oral message are discussed as below.**

**Manuscript**

**The manuscript method is a method of speech delivery in which we speak from the text. The speaker will write everything word by word and he will practice more and more to make it clear and not boring. The disadvantage of this method is that a person looks like a newscaster. If the practice is not made, this method will spoil your all presentation. We should make eye contact time by time instead of reading the speech word for word.**

**Memorization**

**The method includes full memorization of a speech from start to end. In this method of delivery speaker walks through the stage and make full eye contact with the audience. In this method, the main thing is to make your memorization in such a way that looks real, not patriot or cramming.**

**Impromptu**

**This presentation includes remarks and your personal thoughts about a specific topic. The important thing in this presentation is that you have to make your concept clear and you must know main points. Impromptu speeches are best kept brief.**

**Extemporaneous**

**This method is an ideal method for speaking situations. It needs a great preparation. This method engages speaker with the audience. Speaker will make a full preparation for every kind of question and ambiguity. He may take help from the notes but should not read word by word from the text. It gives the speaker a natural and real like discussion situation.**

**Strategies for effective non-verbal delivery**

**Nonverbal communication is very important because it makes an effect in the work environment. Sometimes non-verbal activity is more effective than our spoken words. It provides the audience what the speaker feels. If this aspect of the personality is poor, a person would communicate negatively and would make his co-workers uncomfortable. To improve your nonverbal skills, you must know the following things and must apply these.**

**Maintain Eye Contact**

**Make eye contact when you speak to others. When you make an eye contact, it shows the other that you are interested in them and in what you are speaking.  It also shows that you are confident about your thoughts and speech.**

**Use your positive facial expressions to convey your emotions fully. Your good face expressions will make the audience comfortable and it will make the environment friendly and warm. Face expressions can be used according to the situations. For that you must know what kind of expressions should be made in which condition.**

**Mind Your Posture**

**Your body language speaks more than your tongue. It is also important that you control your gestures and body language. If you know the art of moving your organs according to the condition, you maybe the best motivational and inspirational speaker. Without proper body movements, it is not possible to convey message with full emotions.**

**Be Aware of Tones and Sounds**

**The best thing in your communication is your pitch of sound. When to raise the sound and when to low it and when make ups and downs in your voice make a full understanding of your mind and what you want to focus on. Speak softly and calmly without exhausting your frustrations.**

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